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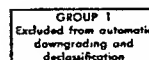
ORGANIZATION

b. OFFICE OF COMPUTER SERVICES

- (1) **MISSION.** The Director of Computer Services is responsible for operating a computer services organization to satisfy the Automatic Data Processing (ADP) requirements which are handled centrally or as services of common concern.
- (2) **FUNCTIONS.** The Director of Computer Services:
- (a) In response to requests from Agency components, conducts or assists in feasibility studies, systems analyses, and the design of ADP systems; provides programming assistance and computer services; and furnishes advice, technical information and other ADP information;
 - (b) Serves as Information Processing Coordinator for the Directorate of Science and Technology, providing a focal point for review of feasibility studies and ADP systems design and representing the Directorate in ADP matters of concern to the Office of Planning, Programming, and Budgeting;
 - (c) Prepares or acquires the computer software and programs required in the computer systems designed or operated by OCS;
 - (d) Equips and operates a computer center to perform the full range of ADP services, and provides remote terminal equipment required by user components;
 - (e) Develops appropriate security measures for OCS ADP systems in collaboration with the Office of Security, Office of Communications, other Agency components and members of the Intelligence Community. These measures will be consonant with policy established by the Office of Security and the Office of Communications;
 - (f) Develops and conducts ADP training programs to meet Agency-wide requirements.
- (3) **ORGANIZATION.** See organization chart, figure 4.

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- (n) Be accountable and responsible for supplies, equipment, and real estate not specifically delegated to other Agency components.
- (o) Arrange for the transportation of Agency property and, as required, provide staff support and participate in the development of policy in connection with travel and the transportation and storage of employee's effects.
- (p) Provide vehicular support in the Metropolitan area of Washington, D. C., and exercise technical staff supervision over the allocation, use, operation, disposal, and maintenance of all Agency-owned motor vehicles.
- (q) Provide trained logistics personnel to other Agency components.
- (r) Maintain the headquarters mail and courier service.
- (s) Monitor all food service and vending operations in CIA buildings; maintain liaison with organizations providing such services; and coordinate with the Office of Medical Services on matters relating to sanitation.
- (t) Implement and ensure adherence to the security policy and standards for industrial contractual arrangements published by the Director of Security.

(3) **ORGANIZATION.** See organization chart, figure 20.

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TRAINING

1. GENERAL. This paragraph cites the authority of the Agency to provide for the training of its employees and prescribes the general policies and responsibilities governing its training activities.

a. AUTHORITY

- (1) The Government Employees Training Act of 1958 authorizes the Agency to pay the salary of its employees while engaged in Agency-sponsored training, and to meet the expenses of such training.
- (2) The act is applicable to the Agency's training program except that Executive Order 10805 exempts CIA from supervision and control by the Civil Service Commission and from certain other administrative requirements of the act. It is the policy of the Agency to follow the general provisions of the act as fully as possible, consistent with the Agency's operational and security requirements.

b. OBJECTIVES AND POLICIES

- (1) It is Agency policy that all employees receive the training required to achieve the objectives stated below:
 - (a) To promote efficiency and economy in the operation of the Agency;
 - (b) To develop and maintain the highest possible standards of performance.
- (2) To achieve these objectives the Agency will:
 - (a) Adopt and use effectively the best modern practices and techniques;
 - (b) Encourage all of its employees to undertake self-improvement; and
 - (c) Supplement the self-improvement effort of its employees by Agency-sponsored training programs.

c. TYPES OF PROGRAMS. Agency-sponsored training programs include: (1) formal courses presented within the Agency; (2) on-the-job training; and (3) external training.

d. RESPONSIBILITIES

- (1) Deputy Directors, within their respective jurisdictions, shall:
 - (a) Prescribe intelligence, operations, and support doctrine for use in Agency-conducted training courses;
 - (b) Establish the standards and levels of skill and competence to be met by Agency employees in various categories, and prescribe the training required for those employees who fail to meet them;
 - (c) Conduct formal courses of instruction which are required for Agency personnel and which are approved by the Director of Training;
 - (d) Establish, direct, and supervise the conduct of on-the-job training;
 - (e) Provide the Office of Training with the information it requires concerning non-OTR Agency-conducted formal courses for inclusion in the official training records of Agency employees.
- (2) The Director of Training shall:
 - (a) Provide technical advice and support to Deputy Directors and Operating Officials in the development and conduct of non-OTR Agency-conducted formal courses and organized on-the-job training;
 - (b) Determine under whose auspices non-OTR Agency formal courses will be conducted;

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- (c) Maintain the Official Agency Training Record, for career management and other purposes, to show participation in and satisfactory completion of all Agency-sponsored training, except on-the-job training, approved by the Director of Training.

2. ENTRANCE-ON-DUTY TRAINING. This paragraph prescribes the training to be given to cleared professional and clerical employees, whether appointed or detailed, at the time they enter on duty with the Agency. It also prescribes similar training for clerical personnel at the time they achieve professional status. Such training is designated as entrance-on-duty (EOD) training.

a. GENERAL

- (1) The CIA Career Service concept provides for the continuing development of employees of the Agency, in part through their participation in Agency-conducted training programs.
- (2) "Entrance-on-duty training," as prescribed herein:
 - (a) Constitutes minimum training standards to be met by all new Agency staff employees;
 - (b) Shall be included in the training standards prescribed by the Executive Director-Comptroller and each Deputy Director and Head of Independent Office; and
 - (c) Represents a part of an employee's first phase of preparation for a career with the Agency.

b. POLICY

- (1) All new clerical and professional staff employees entering on duty in the Washington area, and personnel in either category detailed to CIA, shall receive EOD training as specified in this paragraph.
- (2) EOD training will consist of combinations of courses which constitute the necessary introductory instruction for clerical and professional personnel new to the Agency.
- (3) Satisfactory completion of the EOD Training Program (Clerical) shall be prerequisite to job placement for all new clerical personnel.

c. EOD TRAINING PROGRAM

(1) EOD TRAINING PROGRAM (PROFESSIONAL)

- ✓(a) **Security Indoctrination.** A series of lectures and discussion sessions, including a security briefing on the first day of duty, on principles of the Agency's security system, security regulations, and the individual employee's security responsibilities (5 hours).
- (b) **CIA Introduction.** A briefing on intelligence, the U.S. intelligence system, and the mission, functions, and organization of CIA (3 hours).
- (c) **Intelligence Orientation**
 - (1) **Introduction to Intelligence.** An exposition of the concept of intelligence, of the functions, organization, and responsibilities of the Central Intelligence Agency, of the roles and interrelations in the U.S. intelligence community, and of U.S. concepts of democracy (2 weeks).
 - (2) **Introduction to Communism.** An introduction to the doctrines, organization, objectives, and operations of the international Communist movement, including the U.S.S.R. and the Chinese Peoples Republic (2 weeks).

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(2) EOD TRAINING PROGRAM (CLERICAL)

- (a) **Security Indoctrination.** A series of lectures and discussion sessions, including a security briefing on the first day of duty, on principles of the Agency's security system, security regulations, and the individual employee's security responsibilities (5 hours).
- (b) **Clerical Induction.** A preparatory course, while in the Interim Assignment Section, for provisionally cleared or cleared personnel, consisting of one or more of the following subjects: office practice, shorthand, typing, English usage, and geography.
- (c) **CIA Introduction.** A briefing on intelligence, the U.S. intelligence system, and the mission, functions, and organization of CIA (3 hours).
- (d) **Clerical Orientation.** A course on Agency organization, correspondence preparation and mailing procedures, telephone techniques and practices, office protocol, supplies and services, and preparation of time and attendance forms (3 days).

d. EXEMPTIONS**(1) NEW PROFESSIONAL PERSONNEL**

- (a) No person shall be exempt from either the Security Indoctrination or the CIA Introduction course.
- (b) Exemptions or deferments from participation in EOD training programs other than CIA Introduction and Security Indoctrination may be made by the Executive Director-Comptroller, the Deputy Directors, and Heads of Independent Offices at their discretion. Exemptions may be based upon position classifications not generally considered to be clerical or professional, on specific exemption tests devised and administered by the Office of Training, or on other factors as determined by the above-mentioned exempting authorities.
- (c) The Executive Director-Comptroller, the Deputy Directors, and Heads of Independent Offices may designate, within their respective components, position classifications for which they determine that the EOD training programs other than the CIA Introduction and the Security Indoctrination are not necessary.

- (2) **NEW CLERICAL PERSONNEL.** No person shall be exempt from any part of the EOD Clerical Training Program.

e. RESPONSIBILITIES**(1) THE EXECUTIVE DIRECTOR-COMPTROLLER, DEPUTY DIRECTORS, AND HEADS OF INDEPENDENT OFFICES shall:**

- (a) Ensure that training standards prescribed in operating components under their jurisdiction include, for personnel who enter on duty in the Washington area, the EOD programs described in this paragraph.
- (b) Authorize exemption or deferment of new professional employees, when considered justified and desirable, from the Introduction to Intelligence and Introduction to Communism courses.
- (c) Report to the Office of Personnel exemptions and deferments which they grant on the basis of excludable job classification, and report to the Office of Training exemptions and deferments made for individual employees on the basis of work experience, previous training, or other specific factors. Also, they shall send applications for the administration of exemption tests, in lieu of course attendance, to qualify for formal credit for the Introduction to Intelligence and Introduction to Communism courses to the Office of Training.

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- (d) Arrange for nonexempted on-duty professional personnel who have not previously attended the Introduction to Intelligence and Introduction to Communism courses, including employees who have advanced from clerical ranks to professional positions, to be enrolled in those courses.
- (2) THE DIRECTOR OF PERSONNEL shall:
 - (a) Schedule all new professional and clerical personnel, except those professional personnel reported to him as filling positions in exempted position classifications in the appropriate EOD training program; and
 - (b) Detail or assign all clerical personnel, upon entrance on duty in the Washington area, to the Interim Assignment Section for the time necessary to attain Agency standards of clerical proficiency, and for the EOD Training Program prescribed herein.
- (3) THE DIRECTOR OF SECURITY shall develop, direct, and conduct the courses in the EOD Training Program concerned with Agency security.
- (4) THE DIRECTOR OF TRAINING shall:
 - (a) Develop, direct, and conduct the courses comprising the EOD Training Program, except the Security Indoctrination courses.
 - (b) Prepare and, when requested, administer exemption tests for the Introduction to Intelligence and Introduction to Communism courses.
 - (c) Report periodically to the Executive Director-Comptroller, Deputy Directors, and Heads of Independent Offices on compliance with the intent of this paragraph.

f. ENROLLMENT PROCEDURES

- (1) When scheduling new professional employees for Introduction to Intelligence and Introduction to Communism, the Office of Personnel will forward copies 1 and 2 of Form 73, Request for Internal Training, to the Registrar, Office of Training, and copy 3 to the Training Officer of the employee's office of assignment.
- (2) After the professional employee reports for duty his office of assignment will arrange, as necessary, for exemption tests and for deferring entrance into the Introduction to Intelligence and Introduction to Communism courses by contacting, through its Training Officer, the Registrar, Office of Training.
- (3) Personnel who achieve professional status after their entrance on duty will be enrolled in Introduction to Intelligence and Introduction to Communism courses by their office of assignment. Supervisors can register these employees by submitting Form 73 through their Training Officer to the Registrar, Office of Training.

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→ 9. **REQUESTS FOR AGENCY OFFICIALS AS GUEST SPEAKERS.** The Agency provides guest speakers for presentations at facilities operated by members of the Intelligence Community and at facilities of agencies outside the Community. It also provides speakers for presentations to non-Government groups such as business, professional, and civic organizations and universities. This paragraph outlines procedures for fulfilling requests for Agency speakers. It does not affect requirements of [REDACTED] concerning outside activities of Agency employees, nor does it alter the provisions of [REDACTED] concerning the Agency's briefing and debriefing of U.S. Government officials who are assigned overseas or who travel overseas.

a. **REQUESTS FROM GOVERNMENT AGENCIES** are sent to the Director of Training. If the request is from within the Intelligence Community the Director of Training will make the necessary arrangements. If the request is from an agency outside the Intelligence Community, the Director of Training will recommend action to the Executive Director-Comptroller, and execute the decision made. The Director of Training will inform the Assistant to the Director of all requests received and actions taken. The Director of Training will coordinate action with the Deputy Director or Head of Independent Office concerned whenever a request cites by name a speaker who is under the supervision of a Deputy Director or a Head of Independent Office, or whenever a specific substantive intelligence question of primary interest to a Deputy Director or Head of Independent Office is to be covered in the briefing.

b. **REQUESTS FROM NON-GOVERNMENT GROUPS**

(1) **REQUESTS FROM UNIVERSITIES OR ACADEMIC GROUPS** are sent to the Director of Training for response.

- (a) If the group can attend a briefing at Headquarters Building or at a location in the Washington area selected or approved by the Agency, and positive benefits to the Agency appear likely and at the same time no compelling reason for refusal can be ascertained by the DDI and other components as appropriate, the request will be approved.
- (b) If the group requests that the briefing take place at the university, in open forum, or at public premises, the request will in most cases be refused. If in the judgment of the Director of Training a request merits consideration for an exception to this rule, he will, in coordination with other interested components of the Agency, present a recommendation for exception to the Executive Director-Comptroller.
- (c) The Director of Training, in cognizance of the special relationship being developed with the academic community by the DDI, will coordinate the selection of speakers and program arrangements for academic groups with the DDI.

(d) The Director of Training will provide copies of significant correspondence on all requests for briefings of academic groups to the Executive Director-Comptroller, the DDI, the Assistant to the Director, and the Director of Security for their information.

(2) **REQUESTS FROM OTHER NON-GOVERNMENT GROUPS** are sent to the Director of Training, who recommends action to the Executive Director-Comptroller. If the request is approved, the Director of Training, in coordination with the Assistant to the Director and the Director of Security, will make arrangements for the presentation and select a speaker. If the presentation is to be on a substantive intelligence question, the Director of Training will coordinate the response and subsequent action with the Deputy Director who has primary interest in the subject matter or supervisory responsibility over the speaker requested or selected.

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conduct, or general character traits are unsatisfactory, he will so advise the Director of Personnel in writing. The Director of Personnel thereupon will take action in accordance with subparagraph f(1) of [REDACTED]

- (b) **Remainder of Career-Provisional Period.** During the remainder of the career-provisional period, the career potential of the employee will continue to be evaluated by his supervisors. If at any time during this period the Head of the employee's Career Service, with the approval of the Deputy Director concerned, determines that the employee does not meet the suitability standards for career employment, he will recommend to the Director of Personnel that the employee's career-provisional appointment or employment be terminated.

(3) **Selection as a Career Employee**

- (a) Career-Provisional Employees will be considered for conversion to Career Employees by the Heads of their respective Career Services when they have completed 30 months of service.

- (b) The Director of Personnel will coordinate a review of Agency records of each employee to be considered for conversion to a Career Employee, including records of the Office of Personnel, Office of Security, Office of the Inspector General, and the Office of Medical Services, and will refer pertinent information to the Head of the employee's Career Service.

- (c) The Head of Career Service will carefully evaluate the individual's suitability for selection as a Career Employee and will forward to the Director of Personnel a recommendation that the employee be converted to a Career Employee, or that action be deferred for a specific period not to exceed one year, or that the employee's career-provisional appointment or employment be terminated because he has failed to meet career employment standards. [REDACTED] A recommendation for such termination requires the approval of the Deputy Director concerned.

- (d) The Head of Career Service may defer his recommendation concerning selection of an employee as a Career Employee whenever additional time is required to reach a decision about the employee's suitability or eligibility for such status. Situations in which deferment may be appropriate include the recent reassignment of an employee to a new Career Service, the prolonged absence of the employee from his assigned job, or the existence of some condition making the employee temporarily unable to accept the full service obligations of his Career Service. The Director of Personnel will be responsible for ensuring that deferred cases are brought up for review at the end of the deferment period and that a final recommendation is made by the Head of the employee's Career Service within a reasonable period of time, generally not more than 30 days after the deferment period.

- (e) If the employee is selected as a Career Employee by the Head of his Career Service, the Director of Personnel will formalize his conversion to such status. If the recommendation as approved by the Deputy Director concerned is that the employee's career-provisional appointment or employment be terminated, the Director of Personnel will take appropriate action includ-

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7. GRIEVANCE PROCEDURE

- a. **DEFINITION.** A grievance is an employee's expressed feeling (oral or written) of dissatisfaction with any aspects of his working conditions and relationships which are outside his control.
- b. **POLICY.** It is Agency policy that employees have the opportunity to present grievances for prompt and equitable consideration and disposition.
- c. **PROCEDURES**
 - (1) The immediate supervisor will attempt to bring about a satisfactory resolution of the employee's grievance. The employee may take any unresolved grievance up through the normal chain of command within his own component.
 - (2) If a satisfactory adjustment is not reached in the employee's own component, he may ask for a review of his case by the Director of Personnel.
 - (3) The employee, if still dissatisfied, may submit an appeal, through the Inspector General, to the Director of Central Intelligence whose decision is final.

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c. RESPONSIBILITIES

- (1) **HEADS OF INDEPENDENT OFFICES AND OPERATING OFFICIALS.** Heads of Independent Offices and Operating Officials should anticipate the personnel requirements of their components and notify the Heads of the Career Services concerned of such requirements through appropriate channels.
- (2) **HEADS OF CAREER SERVICES.** Heads of Career Services select personnel for assignment to operating components in response to stated requirements. If recruitment is necessary to obtain personnel to meet anticipated needs, the Head of the Career Service concerned should notify the Director of Personnel.
- (3) **DIRECTOR OF PERSONNEL.** The Director of Personnel in meeting the recruitment requirements of the various Career Services gives first consideration to the availability of qualified individuals serving in the Agency and, second, undertakes external recruitment when appropriate. In discharging his responsibilities for internal Agency recruitment, the Director of Personnel will maintain records of the qualifications of Agency personnel and will also use, as appropriate, pertinent data available from other components, including training reports and information developed by the Psychological Services Staff, Office of Medical Services.

- (4) **DIRECTOR OF SECURITY.** The approval of the Director of Security is required for reassignments to the Operations Directorate or to the foreign field. An information copy of Form 1152 covering other reassignments should be forwarded to the Office of Security.

- (5) **DIRECTOR OF MEDICAL SERVICES.** The Director of Medical Services determines the medical fitness of employees for certain categories of assignments as prescribed in [REDACTED].

- (6) **SUPERVISORS.** Supervisors at all echelons are responsible for the proper utilization and continuing evaluation of personnel assigned to their respective jurisdictions. They will advise the Career Service concerned, through appropriate channels, when there is evidence that an employee is misassigned.

d. **ASSIGNMENT TO A POSITION OF HIGHER GRADE.** An employee may occupy a position of a grade higher than his grade when

- (1) for training purposes the assignment is intended to afford the employee broader developmental opportunities in his career field; or
- (2) the employee is the best qualified person available at that time for the position.

However, an employee will not under normal circumstances be assigned to a position which is more than two grades above his grade. Any proposed assignment which is an exception to this policy will be submitted for concurrence to the Deputy Director or Head of Independent Office concerned and the Head of the Career Service concerned before it is submitted with full justification to the Director of Personnel for approval.

e. **PERSONAL RANK ASSIGNMENT**

- (1) A personal rank assignment is the assignment of an employee to a position of a grade lower than his grade. An employee will not normally be assigned to a position which is more than two grades lower than his grade. A personal rank assignment may be approved by the Director of Personnel.

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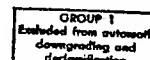
19. OVERSEAS CANDIDATE REVIEW PANEL. The overseas activities of the Agency are of such importance that every effort must be made to ensure that any questions regarding suitability of employees for overseas assignment are carefully reviewed and are resolved before their departure. All Agency elements sharing the responsibility for assigning employees to overseas activities must be diligent in determining employee suitability. Information available to one element which, of itself, does not support a unilateral decision against overseas assignment may acquire significance when evaluated in connection with information possessed by other elements. A central point of control is therefore needed to consider whether a proposed assignment constitutes a degree of risk or expense to the Government or a burden on the station or the overseas community which can be justified.

a. ORGANIZATION. Although the Career Services bear primary responsibility for selecting employees for overseas activities, the Overseas Candidate Review Panel coordinates and evaluates information relating to suitability for overseas assignment. Panel members are designated by the Director of Personnel, Director of Security, Director of Medical Services, and Deputy Director for Operations. Representatives designated by other Deputy Directors or Heads of Independent Offices are invited to participate in panel meetings when matters to be discussed warrant such participation. The representative of the Director of Personnel is the chairman of the panel.

b. RESPONSIBILITIES

- (1) The Agency component having administrative jurisdiction over overseas positions which are to be filled by staff personnel or Type C or I contract employees will submit nominations for review by the Overseas Candidate Review Panel. A completed Form 259a, Request for PCS Overseas Evaluation, on each nominee should be forwarded to the Office of Personnel not later than one month before the nominee's scheduled departure. Any medical information accompanying the request should be enclosed in a sealed envelope marked "Eyes Only" and addressed to the Registrar, Office of Medical Services.
- (2) Upon receipt of Form 259a, the Office of Personnel will initiate medical and security clearances.
- (3) The Offices of Personnel, Security, and Medical Services are responsible for presenting information to the Overseas Candidate Review Panel which may pertain to the suitability of the employee or his dependents for assignment overseas. The presentation of the Office of Medical Services will also include information from the Psychological Services Staff of that office concerning the intellectual abilities, aptitudes, or personality characteristics bearing on the suitability of the employee for assignment overseas.
- (4) The Overseas Candidate Review Panel will
 - (a) notify the originating component in cases where the candidate is considered qualified for assignment;
 - (b) evaluate information brought to its attention and advise the Director of Personnel about questions concerning the suitability for overseas assignment of those individuals it has considered;
 - (c) conduct reevaluations of all cases where employees are returned, because of suitability factors, from their overseas assignments before the completion of a full tour of duty.

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supergrade positions. He is further responsible for coordinating proposed actions affecting supergrades and for making recommendations concerning such actions as appropriate.

- (2) The Director of Central Intelligence will determine the disposition of any action effecting a change in supergrade positions or in the rank of personnel holding or proposed for supergrade rank.

c. PROCEDURES FOR PROCESSING PERSONNEL ACTIONS

- (1) Deputy Directors and other officials reporting directly to the DCI will forward to the Director of Personnel requests for personnel action affecting supergrades.
- (2) The Director of Personnel will notify the Inspector General, the Director of Security, and the Director of Medical Services of each personnel action request recommending a change in rank of a person holding or proposed for supergrade rank. Each of these officials and the Director of Personnel will examine their records and institute such additional investigation as they deem appropriate in order to determine the fitness of the individual being considered.
- (3) The Director of Security and the Director of Medical Services will advise the Director of Personnel when they have completed their studies. Upon receipt of information from the Director of Security and the Director of Medical Services, the Director of Personnel will forward the proposed action together with his recommendation to the Director of Central Intelligence
- for appropriate action.

24. MANAGEMENT OF SPECIALLY QUALIFIED SCIENTIFIC PERSONNEL

- a. **POLICY.** A personnel management and pay administration system is established herein for personnel assigned to selected scientific positions involving (1) the planning, organizing, directing, and coordinating of major scientific programs or (2) the planning and execution of productive research or consultation of a very high order in a specialized branch of a scientific field. Normally such personnel will be specialists in the sciences of mathematics, electronics, chemistry, engineering, or physics.
- b. **DESIGNATION OF POSITIONS.** Each Scientific Pay Schedule (SPS) position will be designated on organizational staffing complements by the normal title and occupational code used for comparable General Schedule (GS) positions, with the prefix "SPS" but excluding grade level, e.g., Physicist SPS-1310.04-00.
- c. **PAY RATES.** The pay range for personnel assigned or promoted to SPS positions will be from the minimum rate of GS-16 to the highest rate of GS-18. Pay steps within the Scientific Pay Schedule will be equated with pay steps for GS-16 through GS-18 as indicated below:

Scientific Pay Schedule	General Schedule
Steps (1) through (4)	GS-16, Steps 1 through 4
Steps (5) through (8)	GS-17, Steps 1 through 4
Steps (9)	GS-18

Pay applicable to SPS step rates will be automatically adjusted on the basis of any future changes in the corresponding GS step rates.

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38. SUGGESTION AND INVENTION AWARDS

a. **POLICY.** The Central Intelligence Agency encourages employee participation in the improvement of all phases of Agency operations and grants awards in accordance with this paragraph in recognition of improvements in efficiency, security, work conditions, safety, morale, and procedures resulting from employee suggestions or inventions. The awards shall be granted in a manner consistent with Agency security practices and cover considerations.

b. **AWARDS**

- (1) By law, monetary awards may not exceed \$5,000 except when authorized under subparagraph c(2)(c)(5) below for a highly exceptional contribution.
- (2) The Agency may grant monetary awards for suggestions and inventions as follows:
 - (a) **For Tangible Savings to the Agency.** When an improvement results in a monetary saving in Agency operations, the amount of the award shall normally be based on the estimated net monetary saving for the first full year of operation following adoption of the improvement.
 - (b) **For Intangible Benefits to the Agency.** When an improvement does not lend itself to appraisal on the basis of monetary savings, the scope of its application shall be fully considered and the amount of the award shall be based on the benefits to Agency operations.
 - (c) **For Inventions of Value to the Agency or Government.** When an invention, made within or outside the inventor's job responsibilities, results in the execution of a patent application with a license to the Government or has been used in the public interest, an invention award of \$50 for disclosure will be paid the inventor. Finally upon issuance of a patent, or Notice of Allowability by the U.S. Patent Office if the application is placed under secrecy, an additional invention award of \$75 will be paid the inventor. The employee will continue to be eligible for awards for the invention according to the provisions of subparagraphs (a) and (b) above.
- (3) A certificate signed by the Chairman, Suggestion Awards Committee is granted with all awards. A copy of this certificate is placed in the suggester's Official Personnel Folder.
- (4) A Certificate of Appreciation signed by the Director of Central Intelligence is granted with awards of \$300 or more.
- (5) The Suggestion Awards Committee may grant a Letter of Appreciation when it considers this more appropriate than a monetary award.

c. **ADMINISTRATION**

- (1) The Suggestion Awards Committee administers the Suggestion and Invention Awards Program. The committee consists of six voting members or their alternates including the Director of Personnel, who acts as permanent chairman. The Executive Director-Comptroller and the four Deputy Directors each appoint one member and one alternate to serve on the committee. Appointments are made for one fiscal year and individuals may be reappointed. The Office of Personnel provides the committee with an executive secretary and necessary administrative support. The Office of Security furnishes a nonvoting adviser to the committee on a continuing basis and the Office of Communications and the Office of Finance each furnish a nonvoting adviser to the committee when the agenda indicates a need therefor. A quorum of the committee shall consist of four voting members or their alternates.

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d. SPECIAL PROVISIONS

- (1) A monetary award is considered additional compensation, but is not part of an employee's basic pay. It is subject to withholding tax but not to retirement deductions.
- (2) Acceptance of a monetary award under the Suggestion Awards Program constitutes an agreement that the use by the Government of any idea, method, or device for which the monetary award is made will not form the basis of a further claim of any nature upon the Government by the recipient, his heirs, or assigns.
- (3) An award may be made notwithstanding the death or separation from the Agency of the suggester or inventor, provided that the improvement for which the award is granted was made while the person was employed by the Agency.
- (4) No member of the Suggestion Awards Committee or its administrative staff will be eligible for a monetary suggestion or invention award.
- (5) Should a CIA employee...

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3. PUBLIC SERVICE AWARDS

a. GENERAL

- (1) The Central Intelligence Agency participates, within appropriate standards of security, in awards programs conducted by private and quasi-governmental organizations to publicly honor Federal employees for outstanding public service. Awards granted by such organizations to employees in recognition of their service in Government will hereinafter be referred to as public service awards.
- (2) The provisions of this paragraph govern the nomination of Agency employees for public service awards which are based on their service with CIA and involve their public identification with the Agency.

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c. SUBMISSION OF NOMINATIONS

- (1) The Director of Personnel is responsible for informing the Executive Director-Comptroller, Deputy Directors, and Heads of Independent Offices, as appropriate, of invitations received by the Agency to recommend candidates for the various public service awards.
- (2) The Executive Director-Comptroller, Deputy Directors, and Heads of Independent Offices concerned, following coordination with the Chief, Central Cover Staff and the Director of Security, are responsible for advising the Director of Personnel of the names of those employees who, in their opinion meet the criteria for such public service awards and who may be publicly identified with the Agency.
- (3) The Director of Personnel is responsible for forwarding the proposed nominations to the Director of Central Intelligence for approval and for ensuring that the Assistant to the Director for Public Affairs is advised when CIA employees are recommended by the Agency for public recognition.

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SECTION VIII: MANAGEMENT OF NONSTAFF PERSONNEL

51. PERSONNEL DETAILED TO OR FROM THE AGENCY. This paragraph governs details of personnel to and from other Federal establishments and the administrative support of detailed personnel. Procedures for the initiation and processing of personnel actions for detailed personnel are set forth in [REDACTED]

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a. **POLICY.** The Agency obtains military and civilian personnel on detail in order to use the backgrounds, qualifications, or associations of such individuals, and to fill positions which require persons with status or skills that are not otherwise available. The Agency may arrange with other Federal establishments for the detail of Agency personnel to those establishments when such details are in the national interest.

b. **DETAILED MILITARY PERSONNEL.** The policies and regulations of the military services governing personnel administration normally take precedence over those of the Agency and are applied by the Agency in providing administrative support to detailed military personnel.

(1) **PROCUREMENT.** The Director of Personnel is responsible for requesting the military services to detail military personnel to the Agency. Operating Officials shall initiate and forward procurement requests through the Head of the appropriate Career Service to the Mobilization and Military Personnel Division (MMPD), Office of Personnel. Each request shall include a description of the duties to be performed and an explanation of the need or desire for a military person. All details to the Agency are subject to Agency medical and security approval.

(2) **ADMINISTRATION AND USE.** Detailed military personnel are provided administrative support by MMPD in accordance with applicable policies and regulations of the military services. Operating Officials are responsible for the specific use and supervision of military personnel within their respective areas of jurisdiction, and shall:

- (a) Coordinate with MMPD administrative actions involving detailed military personnel (e.g., reporting change of duty or station, TDY, leave, sickness), and
- (b) Provide MMPD with copies of all administrative correspondence pertaining to detailed military personnel.

(3) **LENGTH OF AGENCY DUTY.** Military personnel are detailed to the Agency for a specific length of time according to area of assignment and policies and regulations of the military services. Since a prolonged detail to the Agency may adversely affect the individual's military service career, the Agency will not, as a matter of general policy, request extensions of tours of military personnel except in very unusual and highly important cases. In such cases the Chief, MMPD is authorized to request a one-year extension to the normal tour. Requests involving an extension of more than one year or repeated extensions will be justified fully and submitted, through the Chief, MMPD, to the Director of Personnel for consideration. Extension of details is subject to approval by the military services.

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- (d) Instruct each consultant to keep his Statement of Employment and Financial Interests current by filing a supplementary statement at the close of each calendar quarter during which any changes in or additions to the information contained in the prior statement occurred.
- (e) At the time of their hiring, designate as consultants all persons who meet the definition set forth in subparagraph a above.
- (f) Maintain central records of all Agency consultants.
- (5) The General Counsel shall:
 - (a) Review each Statement of Employment and Financial Interests in terms of law and regulations to determine whether a conflict or possible conflict of interest exists.
 - (b) If he determines that a conflict or possible conflict exists, furnish guidance to the consultant and the using official.
 - (c) When he determines a conflict or apparent conflict of interest exists, forward the case to the using official with a recommendation of action to resolve the conflict. Such action may include, but is not limited to:
 - (1) Exemption from the prohibition against conflict of interest because the interest is considered so unsubstantial or so remote as not likely to affect the integrity of the consultant's service.
 - (2) Divestiture of the conflicting interest.
 - (3) Restriction on consultant's use.
 - (4) Disqualification of the consultant for use.

f. PRIOR APPROVALS AND CONTACT CLEARANCE

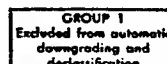
- (1) Before any approach is made to an individual, the office requiring the services of the consultant shall request the Office of Personnel to determine if the Agency already has a person qualified for the requirement; if so, the Office of Personnel shall arrange for the joint-use of the individual, providing he is available and the Director of Security and the General Counsel concur.
- (2) No approach shall be made to any person regarding his willingness to serve as an Agency consultant without prior clearance with the Deputy Director or Head of Independent Office concerned; coordination with the Domestic Contact Service, Directorate of Intelligence, except in cases of extreme operational sensitivity; and receipt of a preliminary clearance from the Office of Security.
- (3) No commitment regarding service with the Agency shall be made to a prospective consultant before approval of the proposed service by the Director of Central Intelligence.

- g. PROCESSING PROCEDURES, BENEFITS, AND PRIVILEGES.** Detailed procedures for processing consultants and the benefits and privileges which they may receive are prescribed in [REDACTED]

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53. **CONTRACT PERSONNEL.** This paragraph sets forth policy, authorities, and responsibilities concerning the management of contract personnel. It does not apply to consultants (see [redacted], to personal services acquired through industrial or procurement contracts (see [redacted] to personnel employed by proprietary projects (see [redacted] or to agents (see [redacted]).

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a. **GENERAL.** There are two categories of contract personnel: contract employees and independent contractors.

(1) **CONTRACT EMPLOYEES.** Although they are not appointed employees, contract employees are employees of the U.S. Government. They have all the rights and privileges granted by law to U.S. Government employees in accordance with their citizenship status as well as those rights and privileges specified in their contracts. They work under supervised conditions and are compensated on a salary basis. Contract employees are grouped into three categories:

(a) **Career Associate (Type C) Contract Employees:** Contract employees who perform duties, usually of a clandestine and operational nature, on a career basis. They are normally required to demonstrate their operational value to the Agency for not less than three years, in the case of U.S. citizens, or not less than five years, in the case of foreign nationals, to qualify for career associate status. When it is necessary for a career associate to have the staff-type access to an Agency installation or classified information, he must meet the same security approval criteria as a staff employee.

(b) **Internal (Type I) Contract Employees:** Contract employees, engaged for a specific period of time, who normally work inside Agency installations. They are required to meet the same security approval criteria as staff employees, but are permitted only such access to classified information as is authorized in their security approval and is required in the performance of their duties.

(c) **External (Type E) Contract Employees:** Contract employees, engaged for a specific period of time, who normally work outside Agency installations. They are not required to meet the same security approval criteria as staff employees and are not permitted the same access to Agency installations as staff employees or internal contract employees. They are permitted only such access to classified information as is authorized in their security approval and is required in the performance of their duties.

(2) **INDEPENDENT CONTRACTORS** are not employees of the U.S. Government. They are self-employed individuals who are engaged under contract to provide specific services. They receive only the compensation and benefits considered necessary to retain their services. In the Operations Directorate, their duties are normally limited to historical research and analysis and to the direction, utilization, spotting, or support of agents. They normally do not carry out espionage or covert action tasks. (Care must be taken to distinguish between independent contractors, defined herein, and agents, defined in [redacted].)

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b. POLICY

(1) Contract personnel may be engaged when

- (a) it is necessary to provide for operational or support needs which cannot be met through the use of available staff personnel;
- (b) services are required of particularly well-qualified individuals who cannot meet all requirements for staff employment;

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- Γ (c) there is a requirement to meet operational needs without obligating the Agency to long-term employment;
- (d) the nature of the mission for which the individual is being engaged precludes his being subject to administrative control or working specifically defined hours;
- (e) the individual's primary employer or interest is not the Agency and the services the Agency desires from him are supplementary to his primary interest or vocation; or
- (f) there is a long term requirement for personal services which, for operational or security reasons, cannot be performed by Agency staff personnel.
- (2) The engaging of contract personnel is subject to the following restrictions:
 - (a) New contracts, contract renewals, and contract amendments for individuals under current or anticipated nonofficial cover, must have prior approval of the appropriate component of the Operations Directorate.
 - (b) Contract personnel may be engaged only for approved activities for which funds have been made available. Funds for these activities will be budgeted annually and will not exceed limitations imposed by the head of the component concerned.
 - (c) Contract employees are subject to directorate manpower controls and ceilings established by the Director of Central Intelligence during the annual budgetary review cycle. Independent contractors are excluded from ceiling controls.
 - (d) Contracts will, whenever possible, be written and signed. However, when special security or operational factors prevent the execution of a formal written contract, a memorandum in lieu of such a contract may be prepared to document the commitments and obligations of the Agency and the individual.
 - (d) Appropriate security or operational approvals will be obtained before any contractual commitments are made to individuals and before any disclosure to them of classified information.
 - (f) No commitments relating to the use of the services of an employee of another Government agency will be made without prior approval of the Operating Official or Head of Independent Office concerned and the Director of Personnel.
 - (g) No commitments will be made to contract personnel that appointed employment status will be offered at the conclusion of or during any period of their contract service, without prior approval of the Director of Personnel and the Director of Security.
 - (h) Contract employees must meet Agency medical standards prior to the approval and authentication of their contracts. A psychological assessment and psychiatric evaluation of those contract employees in whom the Agency may have more than a short-term interest will be carried out whenever feasible.
 - (i) Independent contractors are normally not required to meet Agency medical standards; however, if their contract contains any provision which obligates the Agency to provide medical or disability benefits, a satisfactory medical examination is required, to include a psychological assessment and psychiatric evaluation, if necessary.

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(k) Although staff employees are expected to sever active connections with the Agency upon retirement, there may be instances in which continuation in service under contract after retirement is necessary or clearly in the best interests of the Agency. The use of retired annuitants under contract is governed by policies specified in [REDACTED]

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(l) Not used.

(m) Contracts providing for basic compensation at a rate which, if projected on an annual basis, would exceed the maximum annual rate for a GS-15, will not be executed without the approval of the Director of Central Intelligence. All such requests will be forwarded through the Director of Personnel for his recommendation.

c. RESPONSIBILITIES

(1) THE DIRECTOR OF PERSONNEL will

- (a) formulate contract personnel management policies and procedures and provide guidance in improving the effectiveness and flexibility of the program within the Agency;
- (b) monitor contract personnel management to assure consistency among the directorates while giving due regard to their differing needs;
- (c) provide a repository for sensitive suitability information using the guidelines for special files set forth in [REDACTED]
- (d) approve and authenticate contracts;
- (e) monitor contract employee ceiling authorizations established by the Director of Central Intelligence;
- (f) maintain computer-based records on contract personnel and ensure currency and accuracy of input and output data.

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(2) THE DIRECTOR OF SECURITY will

- (a) establish standards and procedures for granting security approvals which meet the Agency's contract personnel requirements;
- (b) grant security approvals for the use of contract personnel including their access to classified information and Agency installations;
- (c) ensure currency and adequacy of security approvals by making periodic reviews and reevaluations;
- (d) provide a repository for all security information pertaining to contract personnel.

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(4) THE DIRECTOR OF MEDICAL SERVICES will

- (a) establish standards and procedures for medical and psychiatric evaluations and for psychological assessment of contract personnel;

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- ↑ (b) make periodic reviews and medical reevaluations of contract personnel when requested to do so.
- (5) DEPUTY DIRECTORS AND HEADS OF INDEPENDENT OFFICES will ensure directorate uniformity of contract administration in matters such as qualifications determination, compensation, allowances and other benefits, personnel record keeping, systematic cost accounting, performance evaluations, cover determination and training, terminations, and security and medical approval processing requirements.
- (6) THE DIRECTOR OF TRAINING will provide appropriate training courses and facilities for contract personnel.
- (7) THE DIRECTOR OF FINANCE will
- (a) administer pay, leave, and allowance entitlements of contract personnel consistent with contract provisions and cover requirements;
- (b) in coordination with the Covert Tax Board, administer a secure system for the settlement of Federal income tax and social security tax obligations.

d. AUTHORITIES

- (1) The Director of Personnel, his Deputy, and the Special Contracting Officer (Chief, Contract Personnel Division) are, upon request of a Deputy Director, an Operating Official, Head of Independent Office, or a duly appointed contract approving officer, authorized to execute, amend, renew, and terminate contracts with contract personnel.
- (2) Deputy Directors and Heads of Independent Offices may designate Contract Approving Officers to approve contracts when payment is to be charged against funds under their control.

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- (4) All contracts written under the authority of this regulation will be subject to legal review by the General Counsel under such conditions as he may prescribe.

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- e. PROCEDURES. Requirements and procedures concerning personnel records, personnel actions, security approvals, cover, cover salary, medical evaluations, compensation, qualifications determination, training, and processing of contracts, are set forth in [REDACTED]

54 AGENTS. This paragraph sets forth policy, responsibilities, and authorities concerning the engagement and the management of agents.

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55. PROCUREMENT CONTRACTS FOR THE SERVICES OF INDIVIDUALS

a. **POLICY.** Procurement contracts whose basic purpose is to obtain the services of one or more individuals, negotiated with profit and nonprofit institutions, associations, partnerships, proprietorships, and other organizations, are permitted only when the particular services sought cannot be obtained in any other practicable way.

b. **PROCEDURES**

- (1) Except as provided in subparagraph b(3) below, all proposals for such procurement contracts and their renewal must be justified in writing by the component seeking the services and be submitted to the Director of Personnel for his approval before commitments are made or negotiations started. These proposals will describe in some detail the services to be rendered, the qualifications required, the proposed duration of the task, and the reason or reasons why a procurement contract is judged to be the best method of acquiring the needed services.

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TRAVEL

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24. THE CIA TRAVEL POLICY COMMITTEE

- a. **GENERAL.** The Travel Policy Committee will advise and assist the Deputy Director for Support in the timely review and adoption of Agency travel policies and in the coordination of travel regulations.
- b. **ORGANIZATION**
- (1) The Travel Policy Committee is composed of a chairman designated by the Deputy Director for Support, one voting member from each Directorate and the Office of General Counsel, and a nonvoting secretary-adviser selected by the Director of Finance. The committee will meet upon call of the chairman.
 - (2) An alternate for each committee member will be appointed to represent his Directorate or Office in the absence of the regular member.
 - (3) The Office of Personnel, the Office of Security, and the Central Cover Staff will provide advisers to the committee as required.
- c. **RESPONSIBILITIES.** The Travel Policy Committee is responsible for
- (1) evaluating recommended changes in Agency travel policies, regulations, and practices with regard to legality, equity, economy, administrative feasibility, and consistency of application;
 - (2) ensuring that Agency travel regulations and practices are in accordance with applicable laws, and that inconsistencies are referred to the appropriate action office for development of a proposed change in policy, regulation, or procedure;
 - (3) evaluating Agency travel policies to improve efficiency, reduce costs, and facilitate equity and consistency in the application of travel policies and regulations;
 - (4) ensuring that the Deputy Director for Support and other senior officials, as appropriate, are provided timely authoritative advice about travel policies, problems, and practices.
- d. **AUTHORITIES.** Each member and alternate of the committee will represent his Directorate or Office in the formulation of travel policy, and is authorized to coordinate for his Directorate or Office on all travel regulatory issuances.

12 March 1971 (603)

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AUDIT

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1. AUDIT OF AGENCY ACTIVITIES

a. **POLICY.** The Agency shall provide audit facilities and services to ensure the highest possible protection of Government assets consistent with security limitations necessitated by the nature of Agency operations.

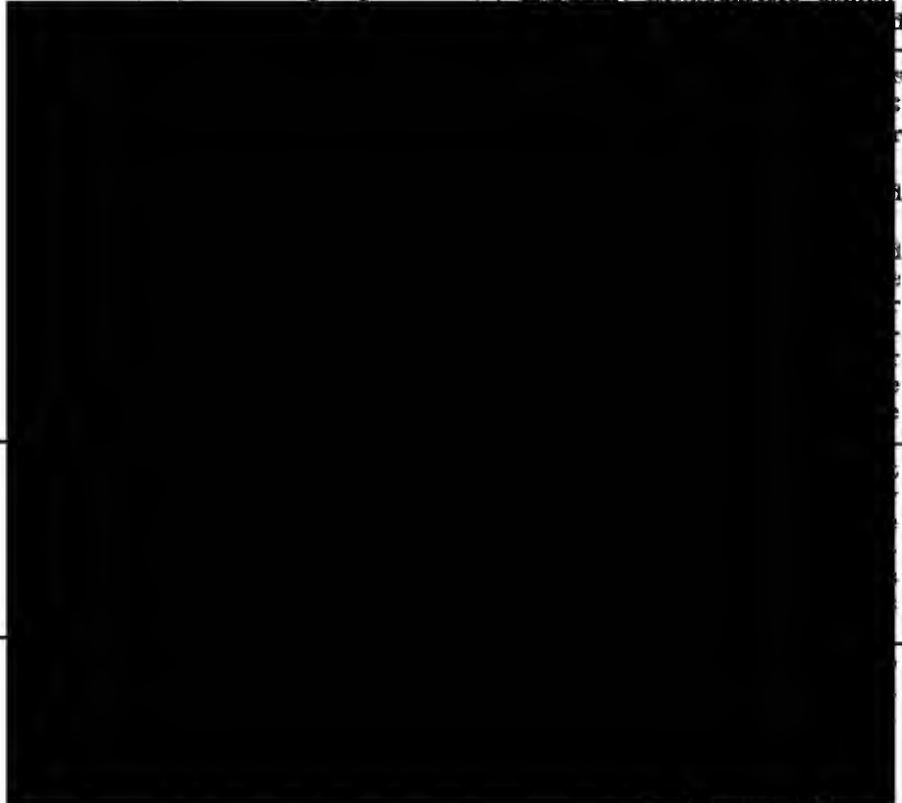
b. **RESPONSIBILITIES**

(1) The Chief, Audit Staff is responsible for:

(a) Performing final independent audit annually, or as often as he deems necessary, of all Agency activities, including headquarters compo-

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- (c) Auditing all Agency-sponsored activities, such as the Federal Credit Union, the Consolidated Charities, and employee health and insurance plans.
- (d) Preparing reports summarizing results of audits and including recommendations to the appropriate Agency office for corrective action, if any.
- (e) Following up recommendations, when necessary, to assure that appropriate action is taken, and reporting to the Director of Central Intelligence through the Inspector General any recommendations to which satisfactory replies are not made by the responsible office.
- (f) Reporting to the Director any activities of the Agency which are found, as a result of audit, to be uneconomical, inefficient, or improper and recommending to the Director and/or the responsible officials any changes deemed necessary in the interest of efficiency and protection of Government funds and property.

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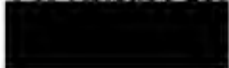
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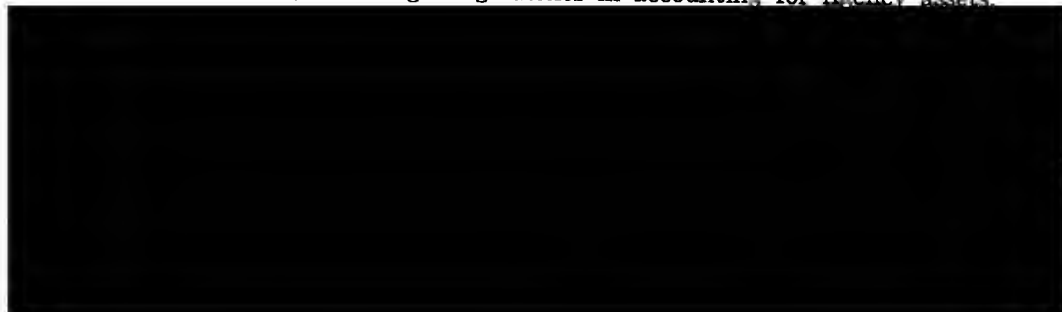


AUDIT

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- (g) Reporting immediately to the head of the activity concerned and to the Director of Finance instances where accounts and records are not current or otherwise not in condition to permit a normal audit.
- (h) Establishing Audit Staff Branch Offices in the field to effect a proper independent audit or inspection of [redacted] overseas field installations in accordance with the provisions of this paragraph.
- (2) The Director of Finance is responsible for audit made prior to payment or settlement of Agency accounts and may employ public accountants where necessary in connection with this responsibility. Where such audit prior to payment is to be the final audit, the Chief, Audit Staff shall concur in the selection of the public accountant.
- (3) Deputy Directors and Heads of Independent Offices are responsible for assuring that offices and personnel under their jurisdiction:
 - (a) Render such assistance to the Chief, Audit Staff as will permit a proper and independent audit.
 - (b) Consider audit recommendations and reply promptly to the Chief, Audit Staff.
 - (c) Notify the Chief, Audit Staff of overseas inspections or special investigations, performed by headquarters personnel other than Audit Staff personnel, involving irregularities in accounting for Agency assets.

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d. AUDIT STAFF BRANCH OFFICES

(1) ESTABLISHMENT

- (a) The Chief, Audit Staff, with the concurrence of the Deputy Director for Plans, will establish Audit Staff Branch Offices at [redacted] overseas field stations and bases. In locating the offices, consideration will be given to workload in the area, cover, ease and economy in travel, available space, security in operating in the area, and any other factors necessary to ensure an efficient, secure, and economically operated office.
- (b) The area assigned to a Branch Office for audit may include stations, bases, and activities not under the jurisdiction of the Chief of Station or Base where the Branch Office is located.

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(2) AUDIT PERSONNEL

- (a) The Chief Auditor of a Branch Office is the direct representative of the Chief, Audit Staff in carrying out audit functions and responsibilities in an assigned field area.
- (b) Field auditors are attached, for administrative purposes, to the stations where Branch Offices are located. They are carried on the staffing complement of the Chief, Audit Staff, and all appointments, promotions, and reassignments are processed at headquarters through the Chief, Audit Staff.

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q. ELECTRIC TYPEWRITERS. The IBM Selectric typewriter is the standard electric typewriter for Agency use and will be stocked by the Office of Logistics. Requests for all electric typewriters will require the approval of an Operating Official or his designee. Requests for electric typewriters other than the IBM Selectric must be fully justified, i.e., based upon special purpose requirements.

r. ITEMS REQUIRING SPECIAL APPROVALS. Certain items of supply require special approval prior to acquisition, replacement, transfer, or disposal. Users should consult the applicable regulations or request advice from the Office of Logistics before initiating transactions involving the following items:

- (1) Aircraft
- (2) Ships and small craft
- (3) Motor vehicles to include special equipment and optional items
- (4) Firearms, ammunition, and explosives
- (5) Household equipment, furniture, and furnishings exceeding those authorized in paragraph 1d above and attachment 1
- (6) Executive furniture and furnishings
- (7) Air conditioners in excess of those authorized in subparagraph 1d of this regulation and [REDACTED]
- (8) Vaults and safekeeping equipment
- (9) Printing and reproduction equipment
- (10) Electric typewriters
- (11) Automatic Data Processing equipment
- (12) Microfilming equipment

s. TECHNICAL COGNIZANCE. Numerous items of property are the responsibility of designated technical offices. Agency components exercising technical cognizance must concur in the acquisition, replacement, transfer, or disposal of

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- (4) Under the provisions of Public Law 87-258 and implementing Department of Justice Order 245-61, the Agency shall notify the Office of the Attorney General of any civil action with respect to any claim arising within the United States against any Agency employee for damage to property or for personal injury or death on account of the employee's operation of a motor vehicle within the scope of his office or employment. In such cases the following procedures shall apply:

(a) Any employee against whom such civil action or proceeding is brought shall notify the Director of Security in accordance with [REDACTED] and [REDACTED] and shall deliver to his immediate superior all process served upon him, or an attested true copy thereof, and a factual statement concerning the nature of his duties; the authorized conveyance, destination and route, the purpose of the trip, and any other relevant data.

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(b) The superior shall forward all relevant data to the General Counsel.

(c) The General Counsel shall determine whether the facts forwarded require submission to the Department of Justice for certification, under Public Law 87-258, that the defendant employee was acting within the scope of his employment at the time of the accident. If the Attorney General so certifies, the action will be removed from the State court to a district court of the United States and the proceedings deemed a tort action against the United States. Should the district court, before a trial on the merits, determine that the case so removed is one in which a remedy against the United States is not available, the case shall be remanded to the State court.

Employees are advised that, while Public Law 87-258 was intended to relieve Federal employees of personal responsibility for motor vehicle accidents incurred within the scope of their employment, they may continue to be personally liable for any such accidents not deemed to be within the Federal Tort Claims Act, as amended.

- (5) Accidents involving rental or leased vehicles or POV's used for official business shall be reported in the same manner as accidents involving Agency vehicles.

- (6) Vehicle operators involved in accidents shall exercise the discretion required to protect the security of the Agency and the interests of the Government.

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5. SHIPMENT OF GOVERNMENT PROPERTY

- a. In accordance with Government policy, Agency property shall be shipped by U.S. airlines and ships, as opposed to foreign carriers, whenever practical. Within whichever category is decided upon, the least expensive mode of transportation commensurate with operational and security requirements shall be used. The Supply Division, Office of Logistics shall approve the mode of transportation, with due consideration of the deadline delivery date at destination. Operating Officials shall be prepared to substantiate the need for any requested premium transportation.

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- c. When commodities to be shipped require export licenses or other documentary authentication, the Supply Division, Office of Logistics shall take the necessary action based on information supplied by the component being serviced.

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- e. The Supply Division, Office of Logistics shall maintain a list of consignee addresses for overseas [REDACTED]. Interested components shall furnish to the Supply Division, Office of Logistics information necessary to ensure that the list is complete and current.
- f. The shipment of explosives, ammunition, and other dangerous material shall be made in accordance with the following Federal and State laws and military and civil regulations as appropriate (copies of laws and regulations are available from the Office of Logistics):
- (1) Interstate Commerce Commission regulations
 - (2) Coast Guard regulations
 - (3) Air Force regulations
 - (4) Army Ordnance regulations
 - (5) State and local laws and regulations
 - (6) Civil air regulations

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ADMINISTRATIVE — INTERNAL USE ONLY

LOGISTICS

8. HEADQUARTERS AREA LOGISTICAL SERVICES

- a. **GENERAL.** This paragraph prescribes policies and procedures to govern
- (1) acquisition of space in the Metropolitan Washington area from or through the General Services Administration, and the utilization, maintenance, repair, and alteration of such space;
 - (2) operation of food service facilities;
 - (3) parking.

b. SPACE ACQUISITION AND ASSIGNMENT AND BUILDING MAINTENANCE

(1) RESPONSIBILITIES

- (a) The Executive Director-Comptroller for the Office of the Director, Heads of Independent Offices for their offices, the Deputy Director for Plans, and Operating Officials of the Directorate for Intelligence, Directorate for Science and Technology, and Directorate for Support will each designate, within his jurisdiction, an officer and an alternate who will be responsible for the requisitioning of space, repairs, alterations, and other services described herein. Names of officers and alternates so designated will be submitted in writing to the Director of Logistics.
- (b) The Director of Logistics is responsible for
 - (1) conducting all negotiations with the General Services Administration regarding space acquisition in the Metropolitan Washington area;
 - (2) arranging for building maintenance, alterations and repairs to, and moving service in buildings used by the Agency; and
 - (3) obtaining advice and counsel from the Office of Security and ensuring the implementation of Office of Security recommendations prior to effecting
 - (a) any move of CIA operations into new buildings or areas; or
 - (b) any major alterations or repairs to buildings or space when such alterations or repairs materially affect the internal or perimeter security and safety factors incident to personnel and equipment.
- (c) The using office and the Office of Logistics are jointly responsible for the continual study and survey of space to make certain that efficient and economical use thereof is accomplished.

(2) SPACE

(a) Utilization

- (1) The assignment and reassignment of space will be based upon established need and appropriate utilization.
- (2) Office space is readily susceptible to control through the use of standards based on space allowances per person. Other types of space may not be so controlled but require careful planning of the installation to ensure maximum use of the space.

- (b) **Requests.** Requests for space will be submitted to the Chief, Logistics Services Division, Office of Logistics by the designated officers referred to in subparagraph b(1)(a) above using Form 3406, Request for Space (Acquisition or Reassignment).

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Handbook, explains technical terms and provides guidance in the selection of the printing or reproduction process which will most nearly satisfy the requirement. While requisitioning offices are encouraged to indicate desired processes on the requisition, the Office of Logistics has the final responsibility for selection of processes, format, and the plant in which the work will be done. Any process or format change will be cleared with the requesting office.

- (b) Requisition for Materiel and/or Services, Form 88, will be prepared for the procurement of printing and reproduction equipment and submitted, with appropriate justification therefor, to the Director of Logistics in accordance with [REDACTED]. Lengthy requisitions may be continued on Form 88a, Continuation Sheet.
- (2) **APPROVALS.** Officials authorized to requisition printing and reproduction services will, when applicable, obtain prior approval for items and services as indicated below:
 - (a) Agency regulatory issuances — Office of the Deputy Director for Support. (See [REDACTED])
 - (b) Forms — CIA Records Administration Officer.
 - (c) Microfilming equipment and services — CIA Records Administration Officer.
 - (d) TOP SECRET material — Area Top Secret Control Officer.

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10. CIA CONTRACT REVIEW BOARD

- a. **GENERAL.** The CIA Contract Review Board advises and assists the Director of Logistics in exercising the procurement authority delegated to him by the Director of Central Intelligence as Agency Head.

b. ORGANIZATION

- (1) The board will consist of a chairman appointed by the Director of Logistics; a representative from each directorate appointed by the respective Deputy Director; a legal advisor appointed by the General Counsel; an audit advisor appointed by the Director of Finance; and a security advisor appointed by the Director of Security.
- (2) The Procurement Management Staff, Office of Logistics, will act as the executive secretariat and technical procurement consultant to the board.
- (3) The board will rely on the Procurement Management Staff, Office of Logistics, and the decentralized contracting teams within the various directorates for secretarial and clerical assistance, and for reports, studies, and other information concerning aspects of the Agency procurement process.
- (4) Representatives from other Agency components may be invited to advise the board on an ad hoc basis as appropriate.

c. RESPONSIBILITIES

- (1) The board will
 - (a) review approved procurement requests that concern contractual policy or procedures;
 - (b) review any approved procurement request, proposed contract, or amendment in the scope of a contract, that exceeds \$150,000 in valuation;
 - (c) review overrun funding amendments when individual or collective overruns exceed \$22,500 and exceed 15 percent of the original cost estimates;

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(b) Delegation

- (1) The Director of Logistics is authorized to acquire real property and make improvements thereto including construction; procure utilities and incidental services; and supervise maintenance and general administration of real property required by the Agency, except where such authority has been delegated
 - (a) to Chiefs of Station, Chiefs of Base, or other officials directly responsible to headquarters;
 - (b) in the provisions of an approved project which have been coordinated with the Director of Logistics in accordance with subparagraph (6) (a) (1) below;
 - (c) otherwise by the Director of Central Intelligence.
- (2) The Director of Logistics may redelegate his authority in writing, as necessary, to designated individuals for the particular or continuing accomplishment of specified real estate and construction transactions.

(5) AUTHORIZED EXPENSES

- (a) Authorized expenses in connection with Agency real property include but are not limited to
 - (1) acquisition and disposition costs including rent, purchase price, reimbursements, key money, related fees and charges;
 - (2) costs of new construction, alterations, and improvements;
 - (3) costs of repair, maintenance, and operating expenses, including utilities.
- (b) Such expenses are subject to availability of funds and approval of the program, project, or plan by appropriate approving authority.

(6) RESPONSIBILITIES

- (a) Deputy Directors and Heads of Independent Offices are responsible for
 - (1) ensuring that real estate and construction requirements of plans, programs, and projects are coordinated with the Director of Logistics;
 - (2) initiating budget revisions or other action to ensure adequate allotments of funds for real estate and construction requirements.
- (b) The Director of Logistics is responsible for
 - (1) formalizing real property requirements in collaboration with Operating Officials of the Agency, including planning assistance and cost estimates;
 - (2) determining the most practical, economical, and appropriate method of acquiring real property or constructing facilities to meet established requirements in collaboration with the Deputy Director or Head of Independent Office concerned;
 - (3) providing technical guidance and assistance on all matters pertaining to real estate and construction and for technical inspection of real estate and construction projects and activities;
 - (4) establishing and maintaining adequate accountability records for Agency real property acquired pursuant to this paragraph;
 - (5) obtaining legal approval from the General Counsel on the legal aspects of real estate and construction transactions;
 - (6) coordinating with the Director of Security relative to the physical security aspects of real estate and construction requirements;

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